

8 June 1959

MEMORANDUM FOR: Deputy Director (Support)
Deputy Director (Plans)
Deputy Director (Intelligence)
Inspector General
Director of Training
Director of Communications

SUBJECT: Overtime Compensation Policies

1. The CIA Career Council in the 30 April 1959 meeting approved the previously coordinated [redacted] "Overtime Compensation Policies". The Director of Communications, however, pointed out that the new policy paper was silent on the treatment of overtime hours of duty performed by night duty officers. Attention was called to the fact that an Agency Notice, [redacted] dated 4 April 1958 covering the specific subject of overtime compensation for night duty officers had been allowed to expire.

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2. Review of the policy underlying the expired [redacted] disclosed nothing more substantive than a policy not to credit for compensation purposes the hours of "duty" that a night duty officer presumably spends in eating and sleeping if the nature of the duty assignment permits eating and sleeping. The Notice established an arbitrary one-third of the total duty period as being non-compensable for this reason.

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3. It seems quite clear that there is no need to revise the basic overtime policies approved by the Career Council, merely to clarify the duty hours of night duty officers. The only requirement appears to be to incorporate the established policy that hours spent asleep are not creditable toward overtime compensation. This has been done by the addition of paragraph 2 c(4). For administrative simplicity and uniformity the previous one-third rule was converted into a stipulated number (eight) of sleeping hours.

4. It is requested that [redacted] "Overtime Compensation Policies", which is now in its final edited form, be reviewed once more. It is greatly desired that these policies on overtime be in effect at the commencement of fiscal year 1960. The effective date 12 July 1959 has therefore been prescribed in paragraph 1d.

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5. Since the DD/S desires that a formal concurrence record be established for this important policy paper, it will be appreciated if the writer is notified as soon as the attached concurrence sheet is signed.

[redacted]
Executive Secretary
CIA Career Council

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Attachments

As stated above

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